

LICENSED PRACTICAL NURSE

FUNCTION OF THE JOB

Under supervision, to administer nursing care to residents/patients; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Administers medications to residents/patients as prescribed, observes their reactions to drugs, and records response on resident's/patient's chart.
2. Performs procedures and treatments, as ordered by physician, including such things as the application of ace bandages, ointments and dressings, compresses, icebags, and administering medicated drops, catheterizations, enemas, and oxygen, and records on resident's/patient's chart.
3. Participates in the assessment, planning, implementing and evaluating of nursing care given to residents/patients.
4. Observes the resident's/patient's physical and mental condition and behavior for anything unusual and reports adverse reactions or symptoms to the supervisor.
5. Takes resident's/patient's blood pressure, pulse and respiration and records on resident's/patient's chart.
6. May assist the nursing staff in the admission, transfer, or discharge of residents/patients by documenting necessary information, taking blood pressure and temperature readings, and orienting the resident/patient to their unit.
7. Directs the work assignment of the nursing assistants and provide general direction of the work load for their assigned unit.
8. Transports residents/patients and directs visitors and other employees to safety in emergencies, such as fire or severe weather conditions.
9. Responsible to keep work area safe and clear of debris by keeping hallways, store-rooms and nursing stations clean and tidy.
10. May lead resident/patient groups in activities including group discussions, training in practical daily living skills, and the development of clear thought processes.
11. Encourages residents/patients to attain and maintain independence in daily living, as appropriate.
12. Participates in educational training programs to remain current with changes in the nursing care field.
13. Maintains an effective working relationship with nursing staff, physicians, residents/patients, and resident's/patient's family members.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the basic nursing care procedures used to provide physical and mental care to residents/patients.
2. Considerable knowledge of the safe work practices and procedures used in a health care facility.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

3. Working knowledge of the modern principles, practices and techniques used to assess, plan, implement, and evaluate nursing care.
4. Working knowledge of the diversified physical and psychological needs of residents/patients.
5. Some knowledge of the legal aspects of nursing and how they relate to the resident/patient.
6. Ability to respond appropriately to resident's/patient's physical and emotional needs in varied settings and crisis situations.
7. Ability to plan, participate in, and evaluate nursing care. Ability to meet the physical requirements of lifting residents/patients, as well as the emotional requirements, including maintaining a sensitivity to resident's/patient's needs.
8. Ability to effectively direct the work of nursing assistants.
9. Ability to establish and maintain effective working relationships with staff, residents/patients, and resident's/patient's family members.
10. Ability to maintain detailed and accurate records and reports.

Training and Experience

1. Graduation from a recognized program in practical nursing.
1. Licensure for practical nursing in the State of Wisconsin.